

DELAINE EASTIN

State Superintendent of Public Instruction

September 19, 1997

Dear County and District Superintendents, High School Principals, County Alcohol Program Administrators, County Drug Program Administrators, Friday Night Live County Coordinators:

"TEENWORK '98"

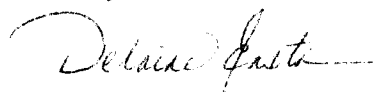
It is my pleasure to invite you to select students from your district to participate in the Fourteenth Annual California Youth Alcohol and Drug Prevention Training Institute, *TEENWORK '98*. A Friday Night Live Coordinator in your county can also assist with the selection. The training is sponsored by the California Department of Alcohol and Drug Programs; Office of Traffic Safety; Tulare County Office of Education, California Friday Night Live Partnership; and Stanislaus County. The event is also supported by the California Department of Education and several other organizations and agencies.

TEENWORK '97 was an overwhelming success. It was attended by over 300 high school-aged youth and 100 adult advisors. In each workshop, students led the discussions and the adults were advisors. These young people were masters of ceremonies, keynote speakers, and facilitators for skill-building workshops.

The objective of *TEENWORK '98* is to provide participants with knowledge about peer-led prevention programs to teach leadership skills. The event will encourage youth and adults to be enthusiastic and energized about alcohol and drug awareness, improve self-confidence, and demonstrate commitment to positive lifestyle choices.

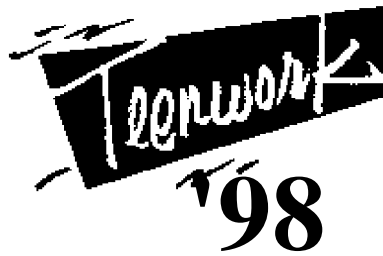
I strongly encourage your participation in this annual event. The challenge to California communities and schools to give our youth the chance to be free of alcohol, tobacco and other illegal drugs has never been greater. Your personal commitment to this important endeavor will dramatically improve the lives of many students and make a difference.

Sincerely,



DELAINE EASTIN

State Superintendent of Public Instruction



Marriott Hotel Santa Clara, California April 8-11, 1998

**The Fourteenth Annual California Youth Alcohol, Tobacco, and Other
Drug Prevention Training Institute**

REGISTRATION COSTS: Includes: lodging for 4 days/3 nights; meals from

breakfast through Saturday breakfast.

YOUTH PARTICIPANT: (4 youth per room) \$150 per youth

ADULT ADVISOR: (Double occupancy) \$175 per adult

YOUTH PRESENTER: (4 youth per room) \$125 per youth

ADULT PRESENTER: (Double occupancy) \$125 per adult

Space is limited, so complete and return the enclosed application as soon as possible.

The purpose of the Teenwork Training Institute is to provide high school age youth from all over California, with knowledge of various alternatives to prevent alcohol, tobacco, and other drug-related problems (e.g., Peer Counseling, Mentoring, and Friday Night Live) and the skills needed (e.g., public speaking, local planning, etc.) to implement or enhance programs in their own school or community. The goal of TEENWORK '98 is to impact the four major problem areas having the most severe damage on the youth of California. Those problem areas are alcohol, tobacco, and drug use, academic failure, gang violence, and teen pregnancy.

TEENWORK is planned by the California Youth Council assisted by the Teenwork Board of Directors. This planning occurs over a nine month period with youth participating in the planning sessions and committees. Since the first TEENWORK training held in 1985, the number of alcohol related teen deaths has been declining. It is our expectation that youth will share their new-found knowledge and skills with their school and community through speaking engagements, local workshops, task forces, etc.

All California high school age youth are encouraged to apply. We suggest youth attend in teams of five, accompanied by an adult advisor. A \$150.00 registration fee is required for each youth participant, \$175.00 for each adult participant, and \$125.00 for youth and adult presenters. This fee will cover the cost of lodging, most meals (excluding dinner on Wednesday, April 8), registration materials, all workshops, and scheduled evening activities.

This fee does not cover transportation costs and other related expenses.

Those of you who have attended before please note the new registration process:

- ★ Applications will be accepted on a first come first serve basis.
- ★ Even if you are considering being a presenter, you should register now as a participant in order to hold a space.
- ★ The application form, which include a commitment from an adult advisor, and the fees for the number of youth attending Teenwork are due December 1, 1997.
- ★ Required registration forms will be sent to the adult advisor by January 5, 1998. The registration forms are to be completed by the youth and the adult advisor and are due back by February 1, 1998. After February 1, 1998 all spaces being held that have not been paid for will be released.

Please read all the material carefully and complete the application form. The application form and a purchase order (PO) or registration fee must be received by December 1, 1997.

This packet contains a participant application and a workshop presenter application. A fundraising resource list is included to assist you in your efforts to raise money for the registration fee. A limited number of scholarships to cover only the \$150 registration fee are available and an application is enclosed. Please make copies of the scholarship application and have youth complete and return the application no later than December 1, 1997. After that date, scholarship applications will not be accepted. Participants/presenters are responsible for their costs for transportation to and from the Teenwork '98.

I am confident your support and participation will make this training even more successful than the last. If you have any questions regarding Teenwork '98, please call me at (916) 445-7276.

Sincerely

**NORALEE JENNINGS-BRADLEY
Teenwork Planning Committee**

Enclosures



---APPLICATION FORM---
TEENWORK '98

REGISTRATION		
YOUTH PARTICIPANT:	(4 youth per room)	\$150.00
ADULT ADVISOR:	(Double occupancy)	\$175.00
YOUTH PRESENTER:	(4 youth per room)	\$125.00
ADULT PRESENTER:	(Double occupancy)	\$125.00

COUNTY: _____ PROGRAM/SCHOOL: _____

ADULT ADVISOR: _____

LAST NAME

FIRST NAME

M.I.

MAILING ADDRESS: _____

CITY: _____ ZIP CODE: _____

PHONE NUMBER: (____) _____ FAX: (____) _____

NUMBER OF ADULTS ENCLOSED FEE COVERS _____ NUMBER OF YOUTH ★ _____

_____(Must be at least 21 years of age to qualify as an adult advisor)

AMOUNT ENCLOSED \$ _____ (Checks payable to: "TEENWORK")

★It is not necessary to provide names of youth participants at this time. Registration packets will be sent to you for the number of youth you indicate. Teenwork applications will be accepted on a first come first serve basis, therefore, we will count your number as a commitment. Required registration forms will be sent to the adult advisor by **January 5, 1998.** The registration forms are to be filled out by the youth and the adult advisor and are due back by **February 1, 1998.** After February 1, 1998 all spaces being held that have not been paid for will be released.

TEENWORK '98 APPLICATION FORM AND FEES/PURCHASE ORDERS **MUST** BE RECEIVED BY
DECEMBER 1, 1997

IF THE FEE IS BEING PAID BY A SCHOOL OR CLUB, PLEASE INFORM THEM OF THIS DEADLINE.

Mail your TEENWORK '98 application form and fees to:

Noralee Jennings-Bradley
California Mentor Initiative Office c/o Dept. of Alcohol & Drug Programs
1700 K Street, Second Floor
Sacramento, CA 95814
(916) 445-7276

FUNDRAISING RESOURCE LIST

This list identifies various organizations and people to contact to assist you with your fundraising efforts. All organizations/people listed may not be available in your community and there may be other contacts which are not included. This list does not obligate the organizations/people to assist you with your fundraising efforts.

CONTACTS FOR POSSIBLE DONATIONS

Lions Club	Business and professional men's and women's associations
Rotary Club	Student Council
Kiwanis	Local law enforcement associations
Soroptimist	Private citizens
Chamber of Commerce	Junior League
Parent/teacher associations	Alcohol Advisory Board
Media (local newspapers, TV, radio)	Citizen activist groups (FNL, MADD, SADD, etc.)
Local churches	Any large corporation (e.g., Coca-Cola Enterprises, Pepsi-Cola, Montgomery Wards, Sears, California Almond Growers Exchange, Safeway and other major supermarket chains, local dairies, travel agents, etc.)
Fraternities and Sororities (e.g., Alpha Kappa Alpha, Delta Sigma, Theda, Omegas)	

In addition, contact your County Alcohol and/or Drug Program Administrator and request suggestions for other contacts. You may also want to contact your school principal about federal anti-drug abuse funds, tobacco, or state lottery funds.

SPECIALS FUNDS

Car washes	Pancake breakfasts
Candy/bake sales	Entertainment event (e.g., talent shows, dances)
Raffles	Sports events (e.g., walk-a-thons, bike-a-thons)

You probably will receive more community support if you provide specific information on the training institute, including the sponsors: the California Mentor Initiative Office, Department of Alcohol and Drug Programs, California Department of Education, and the California Friday Night Live Partnership.

NOTE: TEENWORK, INC. IS A PRIVATE, NON-PROFIT ORGANIZATION. PLEASE INFORM ANYONE CONTRIBUTING FUNDS TO COVER YOUR EXPENSES, E.G., REGISTRATION FEE, THAT THEIR DONATIONS ARE TAX DEDUCTIBLE. THE FEDERAL TAX IDENTIFICATION NUMBER FOR TEENWORK, INC. IS 77-0223894.

PRESENTER INFORMATION AND APPLICATION FORMS



TO: Potential Presenters

"TEENWORK" is an annual statewide youth alcohol and drug prevention training institute. It is planned, organized, and run by youth with adults involved only as advisors. TEENWORK '98 is scheduled for **April 8-11, 1998**, at the Marriott Hotel in Santa Clara, California.

The Teenwork committee is looking for successful youth programs willing to present workshops during TEENWORK '98. The committee is soliciting applications from responsible teams of teens that will provide interesting, motivational and entertaining workshops, which encourage interaction among the participants. Particular emphasis will be given to workshops that focus on building participants' skills and knowledge. It is important that the team have background and knowledge of the workshop subject.

This application process is open to any program dealing with issues facing today's youth. Listed below, are issues which have been presented at TEENWORK in the past or are of interest to members of this year's planning committee:

Alcoholism	Communication Skills	Teen Suicide	Homeless Youth	Traffic Safety
Self-Esteem	Campaign Development	Peer Pressure	Cultural Awareness	Date Rape
Drug Abuse	Club Enhancement	Alcohol Access	Gang Prevention	AIDS
Mentoring	Tobacco Prevention	Teen Pregnancy	Alcohol Advertising	

TEENWORK '98 PRESENTER PROCESS:

- * Complete a Teenwork participant application and return it by **December 1, 1997.**
- * Complete the "Workshop Presenter Application" and return it by **January 9, 1998.**
- * Applications will be reviewed and teams selected by **February 10, 1998.**
- * Group adult advisor will be notified and required registration forms will be sent by **February 16, 1998.**
- * If **selected** to present, presenter registration forms need to be returned by **March 2, 1998.**

Teams will be responsible for their transportation to and from TEENWORK '98 and will be required to pay a registration fee. This fee covers meals, lodging, and activities.

The uniqueness of Teenwork is that presenters become involved in all activities. Each workshop team will present a maximum of three times during the four-day event. TEENWORK is an important commitment. Your team will be expected to agree and adhere to all participant's requirements, time lines, and dates. Please read the information and requirements on the application.

PRESENTER APPLICATION DUE JANUARY 9, 1998

Call Noralee Jennings-Bradley, (916) 445-7276 with questions.



TEENWORK '98
WORKSHOP PRESENTATION APPLICATION
(print or type)

ORGANIZATION NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

WORKSHOP TEAM: Only three (3) students and one (1) adult will be accepted to give the workshop. Of those, must include at least one new student to Teenwork. The team is subject to committee approval. The adult advisor must be at least 21 years of age. The team must have a background of the workshop topic. Teenwork is an important commitment; therefore, if selected, your team will be expected to agree and adhere to the conference requirements and time lines/dates. The team will provide their own transportation to the conference and are subject to registration fees (at a reduced rate from participants).

Ethnicity code:

1=Caucasian 2=Black 3=Hispanic 4=American Indian 5=Asian 6=Other

	<u>Ethnicity Code</u>	<u>Grade Level</u>	<u>List years at Teenwork Attended/Presented</u>
STUDENT: _____	_____	_____	Yr /Yr. _____
STUDENT: _____	_____	_____	Yr. _____ /Yr. _____
STUDENT: _____	_____	_____	Yr. _____ /Yr. _____

ADULT ADVISOR CONTACT: This person will be responsible for the coordination and submission of all paperwork required for conference attendance.

NAME: _____

ADDRESS: _____

DAYTIME PHONE:(_____) _____ EVENING PHONE:(_____) _____

Best time to be reached by phone: a.m. _____ p.m. _____

ADULT ADVISOR SIGNATURE: _____

DESCRIPTION OF PRESENTATION: The presentation must be student led and not exceed one (1) hour.

Title: _____

Description: Please provide a 50-word description of your workshop which can be used for the conference brochure.

DESCRIBE THE TEAM'S EXPERIENCE IN PRESENTING THIS WORKSHOP: (Attach any literature representing your program, newspaper clippings, brochures, video, evaluation of previous presentation, recommendation letter. Items will be returned upon request.)

DESCRIBE THE BENEFITS OF THIS WORKSHOP AND HOW IT WILL BE USED BY TEENWORK PARTICIPANTS WITHIN THEIR COMMUNITY OR SCHOOL:

OUTLINE

Must be completed and returned with application.

OBJECTIVES/GOALS: What is the goal of the presentation? What information/skills will the participant take home?

OUTLINE: How do you propose to accomplish the goals? Attach additional pages if necessary.

Include a copy of any handouts to be given to workshop participants.

Workshop Style/Format:	Low---High (circle one)	Audio Visual Needs (check those items needed)
Lecture/Discussion	1 2 3 4 5	_____ VCR & Monitor
Group Participation	1 2 3 4 5	_____ Movie Projector/Screen
Role Playing	1 2 3 4 5	_____ Easel & Paper
Noise Level	1 2 3 4 5	_____ Slide Projector/Screen
		_____ Cassette Player
		_____ Other: _____

Room Set-up with Chairs
[] Yes [] No

WORKSHOP PRESENTATION APPLICATION DUE JANUARY 9, 1998

RETURN TO:

Noralee Jennings-Bradley
California Mentor Initiative Office c/o Dept. of Alcohol & Drug Programs
1700 K Street, Second Floor
Sacramento, CA 95814
(916) 445-7276

**INDIVIDUAL SCHOLARSHIP
APPLICATION - *TEENWORK* '98**



I. PERSONAL

Name: _____

Address: _____

City: _____ Zip Code: _____ County: _____

School: _____

School District: _____

Phone: (____) _____ Age: _____ Grade Level: _____

NOTE: THE FOLLOWING TWO ITEMS MUST BE COMPLETED OR YOUR APPLICATION WILL NOT BE REVIEWED AND YOU WILL NOT RECEIVE A SCHOLARSHIP TO COVER CONFERENCE REGISTRATION FEES.

1. Parent's total gross annual income: \$ _____

2. Number of members in immediate family (including yourself): _____

II. REFERENCES

Please list two individuals who can provide a confidential evaluation regarding your application.

1. Name: _____ Profession: _____

Address: _____ City _____ Zip Code _____

Phone: (____) _____ Relationship to applicant: _____

2. Name: _____ Profession: _____

Address: _____ City _____ Zip Code _____

Phone: (____) _____ Relationship to applicant: _____

III. STATEMENT OF NEED (Use back of application and additional sheets as necessary)

Please provide a brief essay that explains your interest in preventing youth alcohol- and drug-related issues:

Your completed application must be received by December 1, 1998; applicants will be notified by February 7, 1998. Please return your completed application to: Noralee Jennings-Bradley, California Mentor Initiative Office, c/o Dept. of Alcohol & Drug Programs, 1700 K Street, Sacramento, CA. 95814. If you have any questions call Noralee Jennings-Bradley at (916) 445-7276.

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**TEENWORK '98
TENTATIVE PROGRAM**

WEDNESDAY, APRIL 8

3:00 p.m. - 9:00 p.m.	Registration
3:30 p.m. - 9:00 p.m.	General Orientations (hourly)
6:00 p.m. - 7:00 p.m.	Presenter Orientation
8:00 p.m. - 9:30 p.m.	Icebreaker Session

THURSDAY, APRIL 9

7:30 a.m. - 5:00 p.m.	Information/Assistance (Registration Counter)
7:00 a.m. - 8:00 a.m.	Continental Breakfast
8:00 a.m. - 11:00 a.m.	Opening Session
11:15 a.m. - 12:15 p.m.	Workshop #1
12:30 p.m. - 1:30 p.m.	Lunch
1:45 p.m. - 2:45 p.m.	Workshop #2
3:00 p.m. - 4:00 p.m.	Workshop #3
4:15 p.m. - 4:45 p.m.	Regroup*
4:45 p.m. - 7:00 p.m.	Free Time
7:00 p.m. - 8:00 p.m.	Dinner
8:30 p.m. - 11:30 p.m.	Talent Show

FRIDAY, APRIL 10

7:00 a.m. - 8:00 a.m.	Continental Breakfast
8:00 a.m. - 9:30 a.m.	General Session
9:45 a.m. - 10:45 a.m.	Workshop #4
11:00 a.m. - 12:00 p.m.	Workshop #5
12:15 p.m. - 1:30 p.m.	Lunch
1:45 p.m. - 2:45 p.m.	Workshop #6
3:00 p.m. - 4:00 p.m.	Workshop #7
4:15 p.m. - 4:45 p.m.	Regroup*
5:00 p.m. - 7:00 p.m.	Free Time
7:00 p.m. - Midnight	Dinner/Dance

SATURDAY, APRIL 11

8:30 a.m. - 9:00 a.m.	Breakfast
9:00 a.m. - 11:00 a.m.	General Session/Closing

***This time is mandatory for adults and youth from the same school groups, communities or counties to meet and share information. You may meet in your rooms, lobby areas, etc.**



TEENWORK '98

SELECTION CRITERIA FOR ADULT ADVISORS

The following criteria should be considered to select adult advisors for TEENWORK '98:

1. Adult advisors must be able to stay for the entire training institute and participate in all activities.
2. Adult advisors may include teachers, counselors, community leaders and parents. If your district has a policy which requires a certificated person accompany the youth to the training institute, please consider this when making your selection(s). Only one adult advisor will be allowed to accompany a group of five youth.
3. Adult advisors should be currently involved or have an interest in becoming involved in youth-related activities.
4. Adult advisors should be someone the youth can look up to and will feel comfortable approaching for assistance or advice.
5. Adult advisors should be sympathetic and aware of the challenges teens face with alcohol and drug use and related problems, such as suicide; low self-esteem; pregnancy; physical, sexual and verbal abuse; and abandonment and neglect.
6. Adult advisors must realize they are role models for youth participants and be willing to abstain from alcohol and drug use during the training institute.
7. Adult advisors may be male or female.
8. Adult advisors may be of any ethnic, socioeconomic, and cultural background.
9. Adult advisors must be committed to TEENWORK '98 and willing to work with the youth before, during, and after the training institute.
10. Adult advisors must support the concept of youth involvement in all aspects of programming, including planning, organizing, and implementation.
11. Adult advisors who attended TEENWORK in the past may attend this year's training institute.

ADULT ADVISOR INFORMATION

TEENWORK is one of the finest opportunities you will ever have to get closer with the youth you bring to the training institute. They will get to meet another 600 young people interested in the same positive efforts. They will also bond closely together, as well as with you.

Your participation is critical in the effectiveness of TEENWORK. By staying connected with your youth, everyone wins. Not only will you gain the closeness you can carry home, but the entire training institute wins because you know where your group is and you are available to meet their needs.

TEENWORK is the finest youth training institute available anywhere and you contribute to its success. All arrangements for your three-and-a-half days at TEENWORK are made for you. Your major responsibility is to supervise your group. If each adult advisor takes responsibility for his/her group, TEENWORK staff can focus on the training institute and on discipline issues. Your positive role modeling of an alcohol- and drug-free lifestyle and your participation in all activities conducted during the training institute will maximize the benefits to you and your group.

We encourage you to meet with your group whenever possible. This can be at meals, in your room or in your group's rooms. All these are opportunities for you and your group to get to know each other better.

TEENWORK is tremendously energizing and yet draining. It is not a vacation from school, but rather a time to bond and grow together as a group. It may seem like the days never end and the nights never come, but the benefits of TEENWORK are incredible.

TEENWORK '98 ADULT ADVISOR RESPONSIBILITIES



Regroup time will be set aside each day and we request you meet with your group to share information. In addition, adult advisors will have the following responsibilities:

Responsibilities Before TEENWORK '98:

- * We request you meet with your group to discuss the participant agreement, transportation issues, etc.

Responsibilities At TEENWORK '98:

- * Know the general whereabouts of your group and be available to respond to any emergencies or needs they may have.
- * Consult with the Problem-Solving Committee if a member of your group has a problem.
- * Enforce curfew and other behavior guidelines for your group as spelled out in the participant agreement and general information sheet.
- * Contact the youth's adult advisor, an adult staff member, or hotel security, if you observe inappropriate behavior exhibited by youth other than those in your group.
- * Participate in the various activities conducted at the training institute.
- * Hold regroup sessions as assigned. The atmosphere of regroup sessions has a lot to do with the positive attitude of the adult advisors.
- * Do not put down any clubs or groups that may not follow you or your group's philosophy. TEENWORK is held so all participants and groups may benefit.
- * We request you abstain from alcohol, drug, and tobacco use during the training institute since you are a role model for the youth. Also, smoking will not be allowed in the facility where the training institute is being held, e.g. workshops, sleeping rooms, lobby, etc.
- * By signing this form, you agree to remain for the entire training institute.

Responsibilities After TEENWORK '98:

- * Remain in contact with your group.
- * Encourage and assist your group to implement or enhance programs in your school/community.
- * Be available as a networking resource to share ideas and information with others in your community.

✓ Youth who attend TEENWORK '98 will be asked to sign this form as part of their registration packet. Do not have them sign it now. I have included it to aid you in selecting youth to attend TEENWORK. Additional required forms will be sent including parent permission, media release, and emergency notification.

YOUTH PARTICIPANT AGREEMENT TEENWORK '98

As a "TEENWORK '98" participant, I agree to the following:

1. I am responsible for my own actions and will conduct myself in a appropriate manner at all times during the training institute.
2. I agree to attend and participate in ALL scheduled program activities and in case of a problem, will clear my absence with my advisor.
3. I agree to remain on the premises.
4. I will abstain from alcohol, tobacco and other drug use while attending TEENWORK. I understand that if alcohol, tobacco, and other drugs are found in a room, everyone in the room will be sent home. I understand if I have a problem with cigarette smoking there will be someone to help me during this time.
5. I agree to abide by all curfews.
6. I understand that lodging and scheduled meals will be provided. I will be responsible for additional expenses, such as telephone charges, in-room movies, room services, personal expenditures (e.g., souvenirs, etc.) and I must settle with the Santa Clara Marriott prior to my checkout. I will leave my roommate(s) with great memories, not the bill!
7. I understand that violations of any of the above stated terms and conditions will subject me to immediate expulsion from the training institute. I will have no right of appeal and my parent(s) or guardian(s) will be notified, and if necessary, will be responsible for my transportation home.